



Reporting Analyst

A. Introduction

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. MCC provides oversight and technical support to countries during Compact Development and during Compact Implementation. During the Compact Development phase (Due Diligence), MCC conducts cost-benefit analysis to assess the proposed projects' likely economic impact and cost-effectiveness and estimate the share of the population who may benefit from the program. After a Compact is signed, the Department of Compact Implementation, is responsible for providing financial oversight, technical backstopping and for monitoring progress through key indicators. MCC's focus on results requires the close monitoring and measuring of economic impact in terms of household income and poverty reduction.

B. Scope of Work

The Agriculture and Land Technical Services Division (**Ag/Land TSD**) of MCC's Department of Compact Operations provides oversight and technical support to Agriculture and Land projects. The projects could include investments in infrastructure, training, capacity building, access to finance, agricultural research, policy reform and land rights in order to improve the production capacity of the rural poor.

The Ag/Land team is seeking an entry level **Analyst** on a consultancy basis to support the results reporting function of the division by carrying out data entry, data analysis, database management, research , report writing and related interagency coordination.

C. Tasks

The duties of the analyst will include (but are not limited to) the following:

- Assist Ag/Land TSD in responding to outside information requests involving financial disbursements and commitments, and Compact results.
- Assist Ag/Land TSD with reporting of common agricultural indicators and other results and success stories using the Indicator Tracking tables of each country and other country reports.
- Assist Ag/Land TSD team with project implementation oversight of one or more country programs.
- Assist Ag/Land TSD team with research and documentation of aggregate lessons learned from Agriculture Programs in current portfolio.
- Assist Ag/Land TSD team with research and writing of success stories from Agriculture Programs in current portfolio.
- Other ad hoc duties may be assigned

D. Period and Place of Performance

The consultancy will be for a period of 12 months with four renewable options. The person is expected to work a minimum of 30 hours a week but the hours can be up to 40 hours a week. The consultant will be based in the MCC's Washington, D.C. offices, but as a Consultant it will not be considered a direct hire of MCC. .

E. Evaluation Criteria

1. Educational Requirements and Technical Capability

- A Bachelor's degree in economics, international affairs or relevant field.
- Knowledge of and experience with database management and MS applications (Word, Excel, Dbase, Power Point and MS Project), required. Familiarity with MIDAS software a plus.
- Agriculture and/or rural development background a plus but not required.
- Strong research and analytical skills.
- Experience compiling and writing reports.
- Strong communication skills.

2. Billing Rates: In addition to the educational requirements and technical capability, candidate will also be evaluated based on the proposed hourly rate.

F. How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package:

1) Resume, 2) a brief cover letter that addresses the evaluation criteria and provides three professional and/or academic references, 3) transcript, and 4) Salary history with proposed hourly rate. Please include "Reporting Support" in the subject line of your email. **This announcement will expire on January 21, 2011 or until filled.**